

AMENDMENT NO. 1

This is Amendment No. 1, dated November 20, 2018, to Contract No. AUMLGQ, dated February 6, 2018, between the City of Roanoke, Virginia, (City) and Clean Valley Council, Inc. (Contractor). The effective date of this Amendment is July 1, 2018.

WHEREAS, the City and Contractor entered into a Contract dated February 6, 2018, which provided for the Contractor to provide stormwater education and public participation services and other services as more fully described therein (Contract); and

THEREFORE, the City and the Contractor agree as follows:

Section 4, Payment, Paragraph A., Replace:

Replace Paragraph A, in its entirety, with the following:

A. The City and Contractor agree that the City will only pay the Contractor for time actually spent and materials actually provided on the Project requested and accepted by the City. Invoices for services rendered and accepted shall be submitted quarterly by Contractor on July 15, October 15, January 15, and April 15, directly to the payment address of the requesting City department/division. Payment of such invoices shall be the responsibility of the department/division.

Exhibit 2, Scope of Work, Replace:

Exhibit 2 is hereby replaced, in entirety, with the attached Revised Exhibit 2.

Exhibit 3, Fee Schedule, Replace:

Exhibit 3, is hereby replaced, in entirety, with the attached Revised Exhibit 3.

Original amount of Contract (Not to Exceed), including any renewal periods.	\$39,315.00
Net amount of this Amendment	\$13,885.00
Contract amount after this Amendment, which includes any renewal periods.	\$53,200.00

Except as amended and/or modified above, all the terms and provisions of the above Contract, and any prior amendments thereto, shall continue in full force and effect.

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CLEAN VALLEY COUNCIL, INC.
Amendment No. 1 to AUMLGQ
Stormwater Education And Public
Participation Services

IN WITNESS WHEREOF, the parties agree to the above Amendment and hereby sign such Amendment by their authorized representatives.

CITY OF ROANOKE:

CLEAN VALLEY COUNCIL, INC.

By: [Signature] 12/19/18
City Manager/Purchasing Manager/Date

By: [Signature] 12.19.18
President/Vice President/Date

[Signature] 12/19/18
Attest/Witness//Date

MARY ANN BRENCHICK Executive
Typed or Printed Name and Title Director

Appropriation and Availability of Funds
Required for this Contract Amendment
Certified

[Signature] 12/19/18
Attest/Witness/Date

Amelia Merchant
Director of Finance/Date 12/5/18
Account Number: 03-530-3010-2272
CT Number: _____

A. [Signature] 11-19-18
City Attorney (Approved as to Form)/Date

A. [Signature] 1-3-19
City Attorney (Approved as to Execution)/Date

**REVISED EXHIBIT 2
TO SOLE SOURCE CONTRACT
BETWEEN CITY OF ROANOKE AND CLEAN VALLEY COUNCIL, INC.
FOR STORMWATER EDUCATION AND PUBLIC PARTICIPATION SERVICES**

REFERENCE: PSS17-062 / PSS18-001

SCOPE OF WORK

The following are the services and/or items that the Contractor will be required to provide.

BMP #1.1 Publications and Programs

- a)** Contractor shall develop and maintain a series of stormwater educational publications and programs. These services shall include, but not be limited to, school programs, news & other public media publications, events, and related services for which the Contractor is well known and/or equipped to provide.
- b)** An inventory of the related services that the Contractor may provide shall be maintained by the Contractor in the form of brief written descriptions or the full service content of each publication and program. This inventory shall be provided to the City in a PDF or other common electronic format and be available in cloud storage such as Dropbox.
- c)** The Contractor shall review annually and update relevancy as needed to the environmental library. The annual review and cloud storage update should be completed by January 1.
- d)** Where the Contractor has revised or added new publication or program inventory items, those shall be highlighted or noted in the annual inventory submission.

BMP #1.3 Stream School Seminars

- a)** The Contractor shall conduct and coordinate its established "Stream School Seminars" wherein Contractor educators shall work collaboratively with a group of individuals and facilitate an array of hands-on aquatic ecology and watershed health lessons.
- b)** Stream School Seminars shall be made available for and targeted toward both youth and adult participants. Prior to July 1 of each year, the Contractor shall conduct stream school seminars within the Locality, such that a minimum of 100 participants are involved. At least 80% of the participants shall be City residents.
- c)** Contractor shall provide the City with roster of all residents of the City who attend each adult seminar which shall include: attendee date, location of training, number of participants (broken down into children and adult categories, instructor information, a description of any literature and other materials distributed to the participants, and a brief description of material taught.

- d) Contractor shall provide the City of Roanoke with reasonable advance notification of all scheduled Stream School Seminars, including planned dates, times, and locations.
- e) Contractor shall provide quarterly documentation of these services. Photo-documentation will be provided.
- f) Contractor shall explain about the Citizen Science Water Monitoring Program, including program details, objectives, and data usage. Citizen Science Water Monitoring brochures should be shared/offered to adult stream school participants.
- g) Contractor should share pictures of stream school activities, of willing participants, via social media posts to increase awareness of stream schools and Citizen Science Water Monitoring Program. Documentation should be included in annual report.

BMP #1.4 Provide Stormwater education for City Schools (teachers and students)

- a) Contractor shall conduct educational programs in the City of Roanoke Public Schools, private schools located within the City of Roanoke, and other appropriate locations designated by the Contractor where these target audiences may be reached.
- b) Throughout the academic calendar year, the Contractor shall provide stormwater educational programs and/or presentations to K - 12th graders and/or their teachers in Roanoke City Public Schools, and/or private schools within the City of Roanoke.
- c) The Contractor shall provide annual documentation of these services, including program titles. Photo-documentation shall be provided.

BMP #1.5 Provide SW Adult Education and Programs

- a) Contractor shall provide programs, news or other public media segments, public service announcements, and/or other stormwater informational publications that are specifically targeted to reach the general public of the Roanoke Area. These may take the form of public service announcements, advertisements/bulletins, research reports, interviews, documentaries, etc. Creative development, expression, diversity and multi-media communications are all strongly encouraged. The goal of this BMP is to effectively reach the broader adult population that are not accessed via the school-oriented services provided under BMP# 1 .1, and who may not be receptive to such messages when they are targeted towards youth.
- b) Contractor shall produce and deliver annually at least two stormwater educational programs, publications and/or media products for general publication in addition to routine merchandise distribution. Delivery of this service shall emphasize the Locality's identified critical water quality issues, including illicit discharges, sediment, PCB's and bacteria, and the Upper Roanoke River watershed.

The following activities are scheduled for FY2018-19:

- Public Outreach and Educational events: GoFest and Kids2Park
 - Collaborate with the City staff (and other municipalities) to produce video appropriate for RVTV on PCBs.
 - Collaborate with City staff to begin creating a new program for watershed/stormwater trivia questions for Trivia Nights held at local microbreweries and to facilitate communication with microbreweries for this program
- c) Contractor shall coordinate and/or facilitate the broadcast, publication, and/or distribution of these services so as to maximize their viewing and/or access.
- d) Contractor shall provide the City of Roanoke with reasonable advance notification of all related release and publication dates and times.
- e) Contractor shall provide quarterly documentation of these services. Photo-documentation will be provided.

BMP #2.1 Stormdrain Marking Program

- a) The Contractor shall conduct a program to mark locations adjacent to the City of Roanoke storm sewer system drain inlets complete with educational awareness notifications. The contractor shall work with City staff to determine a new design style to enhance visibility, message clarity, and overall effectiveness to discourage stormwater pollution. In conducting this program, the Contractor will coordinate, facilitate, and directly engage with appropriate student, civic and other volunteer groups.
- b) The Contractor shall provide all necessary supplies and project supervision to ensure the drain inlets are properly marked, and that the safety of all participants is maintained, especially when working near roadways. High traffic areas shall be avoided to ensure safety precautions. A protective coating, such as Clear Seal, SealKrete, or ArmorSeal should be applied over stencil artwork to lengthen stencil life where appropriate surfaces allow.
- c) The Contractor shall work with the City to map stenciled inlet locations. The Contractor shall stand on manhole cover/concrete inlet structure and take picture using a geotagging capable smartphone or iPad. These pictures should be uploaded to the cloud so that the City can use ArcGIS to convert photos with coordinates stored in the EXIF data to points and easily map them.
- d) The City reserves the right to specifically assign areas where the Contractor shall provide this service, yet the City will not assign such work to locations where high traffic or other hazards are known.
- e) The Contractor shall mark a minimum of fifty (50) drains annually within the City of Roanoke based on a simple, maximum of three-color design.

The Contractor shall provide annual documentation of these.

BMP #2.2 Stormwater Public Events

- a) The Contractor shall facilitate and coordinate at least four public events and/or programs annually to involve the public in activities that foster watershed stewardship and general improvements in local water quality. Provide merchandise and outreach publications, related to water quality and/or storm drainage, to distribute at the public events.

The following four activities are scheduled for FY2018-19:

- 3rd Annual Deschutes Tinker Creek Clean-up
 - CVC Fall Waterways Clean-up,
 - Clean Valley Day,
 - Roanoke Riverfest,
 - Earth Summit.
- b) Contractor shall create and provide two rainbarrel programs, one each in the Southeast and Northwest neighborhoods.
- c) Contractor will work with the City to initiate, promote, and fine tune the Water Reporter App to engage citizens on reporting illicit discharges, pollution and general conditions along the streams and rivers in the Upper Roanoke Watershed. Contractor will provide annual tracking and follow up responses to notifications from the Water Reporter App.
- d) The Contractor shall collaborate with and inform the City regarding the event planning, preparations, and outcomes. The City will coordinate with the Contractor to develop and map pre-arranged cleanup sites are made available that citizens can sign up for online. Adding pre-arranged sites will serve to remove barriers to public participation. Program flexibility should continue so that people can also choose where they wish to clean up.
- e) The Contractor shall provide the City of Roanoke with reasonable advance notification of all related event dates and times.
- f) The Contractor will provide quarterly documentation of these services. Photo-documentation will be provided.
- g) The Contractor shall share several social media posts documenting the day's activities.
- h) Within 30-days after the event, the Contractor shall provide the City with the following:
- An estimate of the attendance (total number of participants);
 - The total tonnage of wastes removed for cleanup events; and
 - An agenda describing the event (activities and summary of topics/issues covered) for non-cleanup events.

- i) For Waterway cleanups, the City will collaborate with the Contractor to provide and coordinate mapping of the targeted cleanup sites for an on-going historical document/map to be hosted on the Contractor and City websites.

BMP #2.3 Citizen Science Water Monitoring Program

The City of Roanoke will pay items up to the amount of \$24,000 for the Citizen Science Water Monitoring Program development, paid in quarterly increments. Pay item maximums shall be as follows: \$20,000 for subcontractor labor, \$3500 for CVC program oversight labor and mileage and \$500 for supplies. Development of the Citizen Science Water Monitoring program plan will be a coordinated effort among the City, and the Contractor. Execution of the developed program shall be the responsibility of the Contractor including program logistics and oversight, office equipment and facilities, and equipment storage space. (See Exhibit 3 Fee Schedule)

- a) The Contractor, with input from the City, shall maintain and update as needed a written Program Plan that includes the following minimum requirements:

- (1) Recruitment, training, coordination, and retention of water monitoring volunteers.

- a. Identify optimal monitoring locations in the program plan and determine additional locations to allow for program growth;

- b. Identify methods to optimize quality volunteer recruitment and outline the Save Our Streams (SOS) training methodology;c. Create and instruct volunteers on how to conduct ecological assessments.

- d. All program communication via email must use the Citizen Science Monitors Gmail Account. This account should be used by the Program Manager.

- e The Citizen Science Monitors Google Drive Monitors Database must be kept up-to-date at all times. This allows all parties access to an accurate monitor list. Tabs should be created for certified monitors, trainees, interested parties/future training/ and SOS-non city program monitors.

- f. Training documentation for each fiscal year may be kept on the Program Managers laptop, emailed quarterly to the Citizen Science Water Monitors email address for emergency access. All training spreadsheets can be uploaded to the Citizen Science Water Monitors Google Drive when training is complete.

- g. A master site spreadsheet document should be maintained and kept up-to-date at all times on the Citizen Science Water Monitors Google Drive.

- h. Contractor will provide back up support for existing and new volunteer citizen monitors with any field questions or assistance requested.

- (2) Provide oversight on data quality by;

- a. Maintaining written standard methodology protocols to achieve Level II data recognized by VADEQ;

- b. Maintain permit #059555 with DGIF and provide notification a minimum of a week prior to the monitoring season.

- c. Include methodology for QAPP, data transfer and posting;

- (3) Collect data from volunteers, provide database input, QA/QC analysis and transfer data the interactive mapping application within two weeks after the end of the monitoring period.
- (4) Coordinate quarterly performance, financial, and final reports.
 - a. Provide annual report to DGIF due January 31, 2018.
- b) The Contractor shall execute and update the written program plan as necessary upon final approval from the City. Amendments to the subcontractor's agreement will be coordinated by the Contractor and agreed to by all parties.
- c) The Contractor shall be responsible for overall program plan execution as well as day-to-day subcontractor oversight. The Contractor shall pay their subcontractor's labor for program plan implementation, along with mileage reimbursement to/from stream monitoring locations and other related mileage.
- d) The City will facilitate any interactive mapping, publication of the data, and approve any future program development and growth beyond what is written in the approved program plan.

**REVISED EXHIBIT 3
TO SOLE SOURCE CONTRACT
BETWEEN CITY OF ROANOKE AND CLEAN VALLEY COUNCIL, INC.
FOR STORMWATER EDUCATION AND PUBLIC PARTICIPATION SERVICES**

REFERENCE: PSS17-062 / PSS18-001

Table 1. Stormwater contract expense breakdown by MCM

	Description	Labor, Supplies & Mileage	Printed Materials & Giveaways	Total
MCM 1 - PUBLIC EDUCATION AND OUTREACH				
BMP 1.1	SW Materials & Development	\$500.00		\$500.00
BMP 1.3	Stream Schools	\$6,000.00		\$6,000.00
BMP 1.4	Youth Educational Programs	\$24,000.00	\$2,000.00	\$26,000.00
BMP 1.5	Adult Program	\$8,000.00	\$1,000.00	\$9,000.00
MCM 2 - PUBLIC INVOLVEMENT AND PARTICIPATION				
BMP 2.1	Stenciling	\$4,000.00		\$4,000.00
BMP 2.2	Community Public Events	\$6,000.00	\$1,500.00	\$7,500.00
	Sub-Total - Group	\$48,500.00	\$4,500.00	\$53,000.00
	City of Roanoke 40% Share	\$19,400.00	\$1,800.00	\$21,200.00
MCM 2 - PUBLIC INVOLVEMENT AND PARTICIPATION				
BMP 2.2	Rain Barrel Events & Water Reporter Program (100%)	\$8,000.00		\$8,000.00
BMP 2.3	Citizen Science & Waterkeeper Program Oversight (100%)	\$24,000.00		\$24,000.00
	TOTAL	\$51,400.00	\$1,800.00	\$53,200.00